



**Statewide Internet Portal Authority  
Board of Directors Monthly Meeting Minutes**

February 4, 2010  
1:30pm – 4:00pm  
633 17<sup>th</sup> Street, 12<sup>th</sup>  
Denver, CO 80202

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Motions:

- To approve the January 7, 2010 Board meeting minutes
- To ratify the e-Vote accepted on January 8<sup>th</sup>, 2010 that approved the Executive Director to execute the CAVU contract with the Department of Regulatory Agencies.
- To ratify the e-Vote accepted on December 4<sup>th</sup>, 2009 that approved the Executive Director to have purchase authority of up to \$172,000 for the EGE Engagement with the Department of Revenue

Meeting Minutes:

**I. Call to Order:** 1:35pm – Chair Arrowsmith

A. Roll Call

Present: Jack Arrowsmith, Kent Glassman, Bill Hobbs, Roxy Huber, Barbara Kelley, Don Mares, Senator Ron May

Excused: Senator Bill Cadman, Evan Dreyer, Mike Locatis, Gerald Marroney, Representative Carole Murray, Annette Quintana

*Quorum established*

**II. Meeting Business** – Chair Arrowsmith

The Board welcomed Barbara Kelley, the Executive Director of the Department of Regulatory Agencies as the newest Governor appointed Board member.

MOTION: To approve the January 7, 2010 Board meeting minutes.

1<sup>st</sup>: Senator Ron May

2<sup>nd</sup>: Roxy Huber

*Approved unanimously*

**III. Department of Revenue Presentation** – Becky Davis, Dept. of Revenue Portal Operations Mgr

Representatives from the Department of Revenue gave an informative presentation to the Board about the Driver's License Wait Less Project. The Department will see increased volumes of driver's license renewals in 2010. In anticipation of this increase, the project will expand online services that will explain required documentation, allow citizens to change home addresses, schedule an appointment, increase driver's license renewal awareness, locate offices, and display average wait times. The project looks to empower the public by providing kiosks, text message notifications, and increasing information availability. The Department proposes to purchase and use Efficient Wait Line Management software and hardware that will allow intelligent queue management, assign in-office specialists, and enhance administrative management.

**IV. Electronic Vote Ratification**

MOTION: To ratify the e-Vote accepted on January 8<sup>th</sup>, 2010 that approved the Executive Director to execute the CAVU contract with the Department of Regulatory Agencies.

1<sup>st</sup>: Senator Ron May

2<sup>nd</sup>: Roxy Huber

*Approved unanimously*

MOTION: To ratify the e-Vote accepted on December 4<sup>th</sup>, 2009 that approved the Executive Director to have purchase authority of up to \$172,000 for the EGE Engagement with the Department of Revenue.

1<sup>st</sup>: Senator Ron May

2<sup>nd</sup>: Roxy Huber

*Approved unanimously*

**A. Personnel Committee**

No Report

**B. Business Committee – Kent Glassman, Committee Chair**

The Committee met on January 22, 2010 to review the draft 2010 Business Plan.

**i. Business Plan**

The Committee has included all changes in the draft 2010 Business Plan that was presented to the Board. The Executive Director recommended for the Board to adopt the plan at the March Board meeting. Any additional changes should be emailed to SIPA staff. Staff will send out the last draft version indicating any changes.

**C. Contracts Committee – John Conley, Committee Member**

The Committee did not meet in January. SIPA executed the CAVU contract with the Department of Regulatory Agencies. The deadline for the Colorado Interactive contract is May 2<sup>nd</sup>, 2010.

**D. Finance Committee – Bill Hobbs, Committee Chair**

The Committee met on January 27<sup>th</sup>, 2010 to review monthly financial statements, mid-year budget adjustments, the RFP for audit services, and additional outstanding action items.

**i. Mid-year Budget Adjustments**

As recommended by the auditors, SIPA will complete mid-year budget adjustments to be in alignment with actual expenses and revenues and to avoid findings that have been noted in the past. The Committee reviewed and approved the mid-year budget adjustments recommended by the Executive Director. Adjustments were presented to the Board in detail. The Finance Committee recommends for the Board to adopt the adjustments at the March Board meeting.

**ii. RFP for Audit Services**

The Committee reviewed and approved the Request for Proposals for audit services. The Executive Director will release the RFP in February. The Contracts Committee and the Board will have a role once a firm has been awarded.

**V. New Business**

**A. SIPA Website Presentation – Kathy Gappinger, SIPA Staff**

The new SIPA website was presented to the Board. The updated site was completely built within the content management system, so that other entities can use similar templates and functions. The site can be found at [www.colorado.gov/sipa](http://www.colorado.gov/sipa).

**B. Colorado Interactive General Manager's Report – Dan Morrison, GM**

*Launched Applications & Websites*

In partnership with the Department of Revenue, Colorado Interactive launched the Motor Vehicle Records application. This service was previously handled by Department staff. The new back-end system allows customers to receive weekly, monthly, or batch files. Colorado Interactive also launched the Colorado.gov Analytics application into a beta phase. This application enables agency users to collect statistics specific to their website. As stated, the SIPA website soft launched in January and hard launched February 2<sup>nd</sup>, 2010.

*Customer Service*

The Colorado.gov customer service saw a large increase of activity in January. Most of this is due to the 40,000 users that are now registered for the MyUI Claimant application with the Department of Labor and Employment.

*Financials*

The General Manager also provided monthly financial statements as well as the request 5 year snapshot. Colorado Interactive remains to have a stable financial base. Some variances are due to invoices for time and material project sent to agencies.

**C. Executive Director Update – John D. Conley, SIPA Executive Director**

*Financials*

The SIPA financial remains stable. The increased employee wages and benefits amount is a result of January being a three pay period. The revenue share is currently 6.2% under the budgeted amount. The mid-year adjustments would correct that and show a more accurate representation.

**VI. Other Business**

None

**VII. Executive Session**

None

**VIII. Adjournment – 3:15pm**

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*(Transcribed by Kathy Gappinger)*